



Professional Faculty Promotion Workflow

Instructions for Candidate Submissions

For Capability Purposes:

If you are using a MAC, please use the FIREFOX browser.
If you are using a Windows-based computer, please use the CHROME browser.

The screenshot shows the UNT DigitalMeasures web application interface. At the top, there is a green navigation bar with the UNT logo (University of North Texas) on the left, and navigation tabs for 'Activities', 'Reports', and 'Workflow'. On the right side of the navigation bar are icons for help, notifications, and user profile, followed by the text 'DigitalMeasures'. Below the navigation bar is a search bar labeled 'Search All Activities...' with a magnifying glass icon. To the right of the search bar are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search bar, there is a link: '[Review a guide](#) to manage your activities.' The main content area is divided into two sections: 'General Information' and 'Teaching'. Each section has a list of sub-items. The 'General Information' section includes: Personal and Contact Information, Administrative Data - Permanent Data | Yearly Data, Academic, Government, Military and Professional Positions, Administrative Assignments, Awards and Honors, Consulting, Education, and Education - Renowned Teachers. The 'Teaching' section includes: Academic Advising, Awards, Honors, and Recognition of Students, Directed Student Learning (e.g., theses, dissertations), Non-Credit Instruction Taught, Scheduled Teaching, Internal and External Connections and Partnerships, Faculty Development Activities, Licensures and Certifications, Publicity, Media Appearances, and Interviews, Professional Memberships, Reflective Narrative, and Workload Information.

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Activities Reports Workflow

Search All Activities...

Rapid Reports PasteBoard

[Review a guide](#) to manage your activities.

▼ **General Information**

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Education - Renowned Teachers
- Internal and External Connections and Partnerships
- Faculty Development Activities
- Licensures and Certifications
- Publicity, Media Appearances, and Interviews
- Professional Memberships
- Reflective Narrative
- Workload Information

▼ **Teaching**

- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
- Teaching Innovation and Curriculum Development
- Peer Evaluation of Teaching

To access your T & P workflow, please login to your FIS profile via my.unt.edu

The screenshot displays the top navigation bar of the UNT DigitalMeasures system. The 'Workflow' menu item is highlighted in green and has a red arrow pointing to it. Below the navigation bar, there is a search bar for activities, a 'Rapid Reports' button, and a 'PasteBoard' button. The main content area is divided into two sections: 'General Information' and 'Teaching', each with a list of sub-items.

UNT UNIVERSITY OF NORTH TEXAS **Activities** Reports **Workflow** ? **DigitalMeasures**

Search All Activities...

[Review a guide](#) to manage your activities.

▼ **General Information**

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
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- Awards and Honors
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- Academic Advising
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- Statement of Teaching Philosophy and Goals
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- Peer Evaluation of Teaching

Instructions for Candidate Submission

Go to your Workflow Inbox and identify your personnel action. Click on the link to open the Workflow form.

▼ Inbox

NAME	STEP	CANDIDATE	DUE DATE
2023-2024 Professional Faculty Promotion	Candidate Submission	Me	August 15, 2023 @ 11:59 PM



Do not press the *Route* button until you have verified all items are correct.

Please upload your preferred CV, self-evaluation personal narrative, annual review results, and unit-specific supporting documentation (if applicable).

Note: All sections with a red asterisk are required. Portfolio PDFs aren't compatible with FIS Workflow. The maximum file size is 1GB. You will receive an error message Unable to upload file.xxxxx if the file is too large. You may simply click Delete File to remove it.

The screenshot shows the 'Candidate Submission Step' interface for UNT. The header includes the UNT logo, navigation tabs for 'Activities', 'Reports', 'Workflow', and 'Tools', and a user profile icon. The main heading is 'Candidate Submission Step - Due August 30, 2019 @ 11:59 PM'. Below this are links for 'Instructions to Candidate', 'UNT Policy 06.005', and 'Flowchart and Acronym Key'. A key instruction states: 'Please select "Save" until you are sure your submission form is complete.' A note specifies a 1GB file size limit. The form contains five required sections, each with a red asterisk and a dashed upload box: 'Preferred CV', 'Self-evaluation personal narrative (Per UNT Policy 06.005, this narrative is restricted to 750 words.)', 'Unit promotion criteria', 'Annual review results', and 'Unit-specific supporting documentation (optional)'. Each box contains the text 'Drop files here or click to upload' and 'This field is required'. A 'Save' button and a 'Route' dropdown menu are visible in the top right corner.

Please press the Save button at the top right. This will take you back to your Workflow Inbox.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow Tools ? [User Icon] .:Digital Measures by Watermark

< Candidate Submission Step - Due August 30, 2019 @ 11:59 PM [Download] [Close] [Save] [Route]

[Instructions to Candidate](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please select "Save" until you are sure your submission form is complete.

The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.

Upload your preferred CV:

- Preferred CV: [Drop files here or click to upload](#)
Customized CV.pdf (32.86 KB) [Delete File]

Upload your self-evaluation personal narrative:

- Self-evaluation personal narrative (Per UNT Policy 06.005, this narrative is restricted to 750 words.): [Drop files here or click to upload](#)
Self Evaluation, Personal Narrative.pdf (33.99 KB) [Delete File]

Upload your unit promotion criteria:

- Unit promotion criteria: [Drop files here or click to upload](#)
Unit Tenure and Prom Criteria.docx (11.24 KB) [Delete File]

Upload your annual reviews for years in current rank. For example, if you have been a senior lecturer for the past 5 years, please upload your annual review for each of these years.

- Annual review results: [Drop files here or click to upload](#)
Annual Results.docx (11.14 KB) [Delete File]

Upload any unit-specific supporting documentation (optional):

- Unit-specific supporting documentation: [Drop files here or click to upload](#)

Please select your personnel action link
for a final review.

▼ Inbox

NAME	STEP	CANDIDATE	DUE DATE
2023-2024 Professional Faculty Promotion	Candidate Submission	Me	August 15, 2023 @ 11:59 PM



Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.

Click Route, then Submit to send your submission to the next step.

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Activities Reports Workflow Tools

Candidate Submission Step - Due August 30, 2019 @ 11:59 PM

Route

Submit to FIS Team Uploads SPOT Data And Committee Members

Instructions to Candidate

Please select "Save" until you are sure your submission form is complete.

The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.

Upload your preferred CV:

Preferred CV:

Drop files here or click to upload

Customized CV.pdf (32.86 KB)
Delete File

Upload your self-evaluation personal narrative:

Self-evaluation personal narrative (Per UNT Policy 06.005, this narrative is restricted to 750 words.):

Drop files here or click to upload

Self Evaluation, Personal Narrative.pdf (33.99 KB)
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Unit promotion criteria:

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Annual review results:

Drop files here or click to upload

Annual Results.docx (11.14 KB)
Delete File

Upload any unit-specific supporting documentation (optional):

Unit-specific supporting documentation:

Drop files here or click to upload

EST. 1890

UNT

You will be prompted to confirm submission.

Are you sure you want to Submit to FIS Team Uploads SPOT Data And Committee Members?



Clicking Yes will move your personnel action to the next step.

To Recall your personnel action, please see [Workflow FAQ's](#).



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**Please contact the FIS
Team for additional
information or
assistance:**

Faculty.Info@unt.edu

940.369.6108